

BY-LAWS OF THE TRUSTEES,

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AND

RULES AND REGULATIONS

FOR THE GOVERNMENT OF THE

OREGON†STATE†INSANE†ASYLUM

SALEM, OREGON.



SALEM, OREGON:

W. H. BYARS, STATE PRINTER.

1884.



BOARD OF TRUSTEES.

HON. Z. F. MOODY,	-	-	-	-	Governor and President of the Board.
HON. R. P. EARHART,	-	-	-	-	Secretary of State.
HON. EDWARD HIRSCH,	-	-	-	-	State Treasurer.
C. B. MOORES,	-	-	-	-	Secretary of the Board.

MEDICAL OFFICERS.

H. CARPENTER, M. D.,	-	-	-	-	Superintendent.
J. W. GIVENS, M. D.,	-	-	-	-	First Assistant Physician.
A. J. GIESY, M. D.,	-	-	-	-	Second Assistant Physician.



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AND

V
RULES AND REGULATIONS

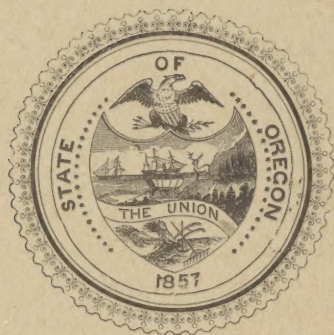
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BY-LAWS, RULES AND REGULATIONS

OF THE

BOARD OF TRUSTEES

OF THE

OREGON STATE INSANE ASYLUM.

ARTICLE I.

SECTION 1. The Board shall meet regularly at the State Capitol on the first Monday of each month, for the transaction of business. Time of meeting of Board.

SEC. 2. The Board shall consist, as by law required, of the Governor (who is Chairman of the Board), the Secretary of State and the State Treasurer. Of whom Board consists. Special meetings may be held at any time, at the discretion of the Board. A majority of the Board shall be required to constitute a quorum.

SEC. 3. The Private Secretary of the Governor shall, as provided by law, be the Secretary of the Board. Secretary of the Board and his duties. He shall, as Secretary of the Board, attend all meetings of the Board, and shall keep in a book set apart for that purpose, a full and accurate record of all the official business transacted at the meetings of the Board; he shall keep the books and have charge of all the accounts against the Asylum, until the same have been finally approved by the Board, when he shall file the same in the office of the Secretary of State, and shall perform such other duties as may be prescribed by law, or as the Board may direct.

SEC. 4. All meetings of the Board shall be held in their office in the State Capitol. Place of meeting of Board.

ARTICLE II.

SUPERINTENDENT.

Shall have control and maintain discipline.

SECTION 1. The Superintendent shall be the executive officer of the Asylum, under the regulations and by-laws of the Board of Trustees. He shall have control of the patients, prescribe or direct their treatment, adopt sanitary measures for their welfare, and discharge such as in his opinion have permanently recovered their reason, or such other patients as the best interests of the State and the institution require. He shall maintain discipline among the subordinate officers and employes, and enforce obedience to the laws, rules and regulations adopted for the government of the institution, and is empowered to discharge any employe or attendant for violation of the laws or rules of the Asylum; *Provided*, He shall submit the same *immediately* to the Board of Trustees for their approval. He shall estimate and report to the Board of Trustees the amount, kind and quality of furniture and household furnishing goods, provisions, fuel, forage, clothing, and other material required for six months ending on the first day of June and December of each year, and oftener if required by the Board.

Shall report to the Board.

Shall keep accurate accounts.

SEC. 2. The Superintendent shall cause accurate and careful accounts to be kept of the daily expenditures, of all articles of stores and property placed in his charge, and shall at the end of each month submit the same to the Board of Trustees for their inspection, and on each daily report shall be shown the number of persons fed and lodged in the Asylum, whether as officer, employe or patient. He shall be accountable for the careful keeping and economical use of all furniture, stores and other articles provided in the Asylum.

ARTICLE III.

ASSISTANT PHYSICIANS.

Capacity and duties of.

SECTION 1. The Assistant Physicians shall be well

educated physicians and shall constantly reside at the Asylum, and shall be assigned to divisions of duty under the direction of the Superintendent.

SEC. 2. They shall visit all of the patients in their respective divisions as often as may be necessary, carefully observe their condition, wants and treatment, and see that they have food, medicine, exercise, amusements, clothing and bedding suitable for them; exert what moral influence they can with them, and endeavor in every way to promote their comfort and recovery.

Shall ascertain wants of patients.

SEC. 3. They shall see that the attendants and assistants are faithful and kind, attentive to the wants of the patients and vigilant in the discharge of their duties, and that the directions of the Superintendent concerning the comfort of the patients and the duties of the attendants are faithfully executed.

Shall supervise attendants.

SEC. 4. Violent patients, whom it is necessary to place under special restraint, must be carefully observed while under such restraint, and it shall be the duty of the Assistant Physicians to frequently report to the Superintendent the condition of such patients, in order that such restraint may not be continued longer than circumstances absolutely require.

Conduct toward violent patients

ARTICLE IV.

STEWARD.

SECTION 1. The Steward shall have a general oversight of the farm, stock, garden, grounds, fences, and the buildings, together with all the furniture, fixtures and apparatus belonging thereto; and see that the same are kept constantly in good order and repair.

General duties.

SEC. 2. He shall receive and store all articles and goods purchased either by contract or by order of the Superintendent, and be responsible for the safe keeping and economical distribution of the same.

Receiver of all supplies.

SEC. 3. In receiving supplies furnished, he shall in no case receive an article different in kind or qual-

What shall be received.

ity from the sample or description upon which the purchase of such article was based.

Have charge of
land, stock, im-
plements, etc.

SEC. 4. The Steward shall have in his immediate charge the lands used for farming purposes, the farming implements, the horses, cattle, hogs, chickens and produce of the farm, together with the hay, grain, straw, etc., purchased and delivered at the Asylum, and shall be responsible for their safe keeping and careful use.

Shall keep ac-
counts and make
reports.

SEC. 5. He shall keep just, accurate and methodical accounts of all articles received, and all articles purchased, together with all distributions of supplies to the several departments of the institution, under such rules as may be prescribed by the Superintendent. He shall make a report embracing the business transactions of the farm whenever required to do so.

ARTICLE V.

MATRON.

Shall attend fe-
male patients.

SECTION 1. The Matron shall, under the direction of the Superintendent, have charge of the female department of the Asylum. She shall have a general supervision of the Sewing Department. She shall be with the female patients, in all the wards, as much as possible; see that they are kindly treated; that their food is properly cooked, served and distributed; that their apartments are kept clean and in good order, and properly warmed and ventilated; that the female employes attend to their duties in all respects, and report to the Superintendent any departure, on their part, from the rules and regulations of the institution.

ARTICLE VI.

ATTENDANTS.

Character and
deportment of
attendants.

SECTION 1. All attendants shall be persons of good character, of even temper and of sound judgment. In all of their intercourse with the patients

they shall avoid all rudeness, undue familiarity, or use of disrespectful terms. Where restraint is necessary it shall be exercised with mildness and kindness. Any violence or unbecoming language toward a patient will under no circumstances be tolerated, and will subject the attendant to immediate dismissal.

SEC. 2. The duties of all employes of the Asylum ^{Duties of employes.} will be prescribed by the Superintendent, and they will be held to a strict compliance therewith.

ARTICLE VII.

RULES AND REGULATIONS.

SECTION 1. All rules and regulations prescribed ^{Rules and regulations.} for the internal management of the Asylum shall be submitted to the Board of Trustees for their approval.

RULES AND REGULATIONS

OF THE

SUPERINTENDENT.

ASSISTANT PHYSICIANS.

Shall be constant in duty.

1. For the due performance of the duties enjoined in the foregoing by-laws, they shall spend much time in their respective divisions; shall be in constant communication with the attendants and assistants, and shall carry out the plans and instructions of the Superintendent in the best manner they are able.

To report daily in writing.

2. They shall report in writing to the Superintendent, daily, in books kept for that purpose, the general condition of their respective divisions, and the particular state of such patients as may be sick or greatly excited, and of those requiring restraint, removal, or seclusion, or special attention.

Keep records of all cases.

3. They shall keep records of the cases of all the patients in their respective divisions, describing the symptoms, the changes that may occur from time to time, the mode of treatment, and all the peculiar circumstances connected therewith. They shall also see that the records of admission and discharges are accurately kept.

Sanitary duties.

4. They shall attend to the warmth, cleanliness, ventilation and good order of their respective divisions, and direct the use of the baths.

Shall attend visitors.

5. They shall attend to visitors when necessary, and shall always be ready to perform whatever services may be required of them by the Superintendent, and, under his directions, shall assist in conducting the correspondence with the friends of patients.

6. When requested by the Superintendent, they shall visit the entire establishment, see all the patients, and learn their condition and treatment. Extra duties.

STEWARD.

1. He shall not suffer anything to be distributed to the wards, of either the male or female department, without an order from the Superintendent; or to the kitchen or bakery, or to the garden or farm, without first entering the same in a book provided for the purpose. Must distribute supplies upon order.

2. He shall, when required, assist in maintaining the police regulations of the Asylum, observe the deportment of those employed in subordinate positions, see that they do their duty, and report to the Superintendent any instance of neglect or misconduct that he may observe, or of which he may be informed; and see that everything pertaining to the Asylum property is kept in order. To maintain police regulations.

3. The Steward shall be required to devote his whole time to the interests of the institution, preserve order and faithfulness among the employes, and see that all the rules and regulations of the Asylum are fully observed. Enforce order and faithfulness of assistants.

4. He, with the aid of such patients as can be taken out for that purpose, shall have the care of the orchard, garden, and the grounds around the Asylum; he shall have charge of the cultivation of the vegetables, fruits and flowers, and he will be held responsible for their safe keeping, as directed from time to time by the Superintendent. Have care of orchard, garden, etc.

5. He shall keep a pass-book, in which shall be entered the number, weight or measurement of the products of the garden and orchard, delivered from time to time to the Asylum, and shall report the same monthly. Shall keep pass-book.

6. As the fruits and flowers are intended for the use of the patients, the Gardener is enjoined not to permit visitors or employes to pluck or otherwise Must protect the flowers.

disturb them, without permission from the Superintendent.

MATRON.

Have charge of
bedding, linen,
etc.

1. The bedding, table linen, napkins, and drapery furniture, carpets, table covers, and all similar property of the female department, as well as the clothing of the female patients, shall be marked and under her general care and supervision. She shall direct the employment and amusement of all the inmates of the female wards; in short, she shall be required to look frequently and carefully into every interest connected with her department; and thus, by devoting her whole time to the institution, aid in every way in her power in securing the comfort and recovery of the patients and the general welfare of the Asylum.

ATTENDANTS.

To have care of
patients.

1. The attendants shall have the immediate and constant care and supervision of the patients.

A few general facts and principles should be constantly kept in mind by all persons connected with the management of the insane, but more especially by their attendants, into whose never-ceasing care and keeping they are entrusted:

Facts and principles
to be re-
membered.

First. Insanity is always connected in some manner with bodily infirmity.

Second. There is usually a loss of all sense of moral obligation, or ability to distinguish between right and wrong, and, therefore, irresponsibility for words and actions.

Third. There is a full appreciation of all acts of kindness or cruelty, and in general a perfect recollection of them after restoration, and in after life.

Fourth. There is usually a morbid or exalted sensitiveness in relation to what is due to them in attention and general deportment, and, consequently,

irritation, excitement or anger, at either real or imagined neglect or improprieties of treatment.

Fifth. The frequent recurrence of excitements aggravates and perpetuates the disease.

Sixth. The more the mind dwells upon or is reminded of hallucinations or delusions, the more permanently are they fixed; so is the reverse true, that the more they are driven from the mind, by occupation with other thoughts and ideas, the sooner do they disappear altogether.

These few principles are the basis of the following rules and regulations for Attendants:

2. In all their intercourse with the patients they must treat them with respect and civility address them in a mild and gentle tone of voice, avoiding all violence and rudeness, or undue familiarity, nicknames, or disrespectful terms. All civil questions are to be properly answered; all reasonable requests promptly attended to; they must never speak to them of their delusions, nor to others in their hearing; never allow them to be laughed at or ridiculed, or harshly spoken to on account of their delusions or peculiarities. Deception is never to be used, nor promises made without expecting their fulfillment. They should never manifest fear of a patient; should keep cool under every provocation; never scold them or dictate authoritatively. When firmness and decision are required, they should be softened by mildness and kindness. When force is required, if it be with tact and kindness, a pleasant smile, cheerful and explanatory words, and sympathizing manner, but little will be needed. *Under no circumstances will a kick, a blow, or similar violence, be excused, except in the clearest case of self-defense.*

Department to patients.

Violence not to be tolerated.

3. Attendants are required to be neat and cleanly in their dress, courteous and respectful to the officers, to one another, and to all persons, never wearing their hats within doors, or going in their shirt-sleeves; *never to use profane or vulgar language*; never to lounge upon the tables, or other furniture, or upon the floor; never to be noisy or boisterous; to be cheerful without levity, and to be respectively *gentlemanly and lady-like* in all things.

Department generally.

Must be guarded in speech.

4. When abroad, or to visitors, or to any one not connected with the Asylum, they are directed never to report the conduct, conversation, peculiarities, or even the names of patients, and never to speak disrespectfully of the institution, its officers, or any of the employes.

Of rising and morning duties.

5. They must rise punctually at the ringing of the morning bell and take charge of the hall; open the bedroom doors of the patients, give them a cheerful greeting; see that they are properly washed and dressed, hair combed and clothing and shoes in good order. Immediately upon rising, all beds are to be opened for airing, foul ones to be removed and cleansed, dried and refilled, and when sufficiently aired they are to be made up, the bed-rooms and corridors swept, and everything put in the best possible order by 9 o'clock A. M., and thus maintained through the day.

Of meals.

6. They must see that all patients are up and prepared for breakfast at the prescribed hour, and duly ready for all other meals. All patients must take their meals at the table, except when sick, when confined to their rooms, or when otherwise directed. The food is to be promptly served by the attendants while warm, and in good order, not only to those at the table, but to those in their rooms. Those confined are to be served first. At the table the preferences of patients, their likes and dislikes and peculiarities of taste are, as far as possible, to be attended to. Knives and forks, or other dangerous weapons, are never to be left in the possession of patients. After each meal they are to be counted, and if any are missed prompt measures are to be taken for their recovery. Immediately after each meal the dining room must be put in complete order for the next. Attendants must not linger at their own meals, nor in going to or from them. Patients must not be hurried away from the tables before they are done eating, and especial care must be taken to give ample time to the aged and feeble.

7. Food that has been handled, or rendered unfit for use, shall be sent back in a receptacle provided for that purpose, but whatever is fit to be served in

another form shall be carefully laid aside for future Meals, etc. consumption.

8. Some very plain food shall be kept in the dining room closets for the use of those whose meals have been interrupted, or for old persons, or for convalescent patients, who sometimes require food oftener than under ordinary circumstances.

9. The meals of the patients shall be served promptly at the hour appointed by the Superintendent.

10. The steam whistle will blow fifteen minutes before each meal, when all outside attendants and employes, with the patients under their charge, will leave off work and prepare for meals. Meal time will be announced fifteen minutes after the whistle blows by the ringing of the bell.

11. Every part of the corridors, halls and rooms must be kept scrupulously neat and clean. *"Nothing is clean enough that can be made cleaner."* Cleanliness. is a rule which must be strictly observed. All the floors must be scrubbed weekly, and oftener when necessary, and must be swept each day as often as required to keep them clean. When unpleasant odors are observed, the cause must be removed instantly. Clean sheets and pillow-cases are to be put on each bed at least once a week, and oftener if required by being soiled.

12. The attendants must give all medicines as Giving of medicines. directed by the Physicians. Patients are never to be *forced* to take medicines, food, or baths, when persisting in refusal, except when directed in each case. All such refusals must be reported to the attending Physician. Any striking or unexpected effect of medicines must be immediately reported. All new cases of sickness and all alarming or dangerous symptoms in those already sick, must be reported to the Superintendent without delay.

13. All patients must be bathed in tepid water Bathing. once a week, unless otherwise directed, and oftener if desired by the patient, or required for personal cleanliness. Cold baths are to be used only under special directions.

14. The shaving is to be done by the attendants, Shaving,

at stated intervals—once a week, or as directed by the Superintendent; and when patients desire it oftener they are to be gratified. Patients must not shave themselves nor handle razors. There must be no patients present but those being shaved. Razors must be well secured when not in use.

Clothing.

15. The attendants must see that the patients change their clothing regularly, at stated periods, and reasonable requests as to changing oftener, and as to particular articles of dress, are to be gratified. They must be kept tidy and neat, shoes tied, stockings drawn up, clothing buttoned, hooked, pinned, tied, as the case may be, and all the clothing properly adjusted. They must be constantly kept from careless or slovenly habits.

When patients wet or soil their clothes they are to be changed *immediately*, and as often as is necessary to keep them dry and comfortable.

Clothing and all articles needed for patients, or for the rooms and halls, are to be called for daily until furnished.

The attendants, with the aid of the patients, shall do the repairing of the patients' clothing.

Out-door exercise.

16. All patients, not too feeble or violent, should be got out into the grounds and open air when practicable and the weather is suitable. (They must be kept together when walking. They must not enter any house, store or other building, or go into the city without permission.) Attention must be given to prevent the delivery or reception of letters or anything else prohibited, and the most vigilant care must be observed to prevent elopements. Each attendant will be responsible for his or her own patients.

Patients should never be out of the house after supper, and must never be taken off the Asylum grounds on the Sabbath, except by permission of the Superintendent.

Out-door Work.

17. For the benefit of patients they will be permitted and encouraged to engage in out-door work, under the care of attendants or other subordinates. None will be taken from the halls or yards for this purpose, except by direct intervention of the Super-

intendent. They must not be overworked, nor permitted to overwork themselves, nor to work against their will, neither must they be asked to do that which they feel to be degrading. The attendants must work *with the patients*, and be careful not to appear to be ordering or superintending, but to direct by example, assistance and advice. Any disposition to escape must be reported without delay to the Superintendent.

The person into whose charge patients are delivered is responsible for their safe return, and they must see them enter the yard or ward whence they were taken.

18. Patients should be as constantly as possible engaged in some pleasant kind of employment or amusement, and every effort should be made to induce them to do so. The attendants should constantly devise ways and means to this end. Amusements and employments.

19. The use of restraining apparatus is prohibited except by express permission of the Superintendent. Seclusion to a private room, or the personal care of the attendants must be employed until further directions can be obtained. Whenever a patient becomes so noisy or violent as to demand seclusion, ample aid should be procured, and if force be required it should be used in a firm and decided, but mild and gentle manner, without any anger or appearance of anger. The reasons should be pleasantly and kindly explained, and the act reported to the Superintendent. Mechanical restraint.

20. No patient's door is to be left unlocked at night, except by permission. On retiring, the patient's clothing is to be placed within the hall, the doors locked, lights extinguished, and the attendants are to repair to their respective rooms, and extinguish their lights promptly at 9 P. M. Evening duties.

21. Persons known to be suicidal must be kept in every way under the closest surveillance, and yet be treated with the greatest kindness and sympathy — cheered and enlivened — and the subject must never be alluded to. Knives, razors and sharp-pointed scissors must not be allowed to any patients except in certain exceptional cases. Clothing, rooms and Suicidal patients.

beds must be often searched for such articles. The Watchman must be kept informed by the Physicians of all suicidal cases.

Assistant attendants.

22. Assistant Attendants shall be under the direction of the Attendants, but the work shall be as equally divided between them as possible.

WATCHMAN.

Duties begin.

1. The duties of the Watchman will commence at 8 o'clock p. m., at which time he will visit the office to receive instructions for the night.

Visiting his department.

2. He must, while on duty, be faithful and vigilant; visit every part of the male department at least every hour during the night, making as little noise as possible, never conversing in a loud tone, and opening and shutting the doors as quietly as possible.

Conduct with patients.

3. He must be kind, gentle and soothing in his manners to the patients, and use every means in his power to tranquilize those who are excited and to allay the fears and apprehensions of the timid; he will pay particular attention to the sick, the suicidal and those recently admitted; will see that the patients are properly supplied with water, when it is asked for, and will attend to all other reasonable wants; will notice any unusual noise in the patients' rooms, endeavor to ascertain the cause, and, if necessary, report the same to the Attendant. He will notice anything unusual occurring during the night, and enter the same on a slate provided for the purpose, and he shall report any irregularities, neglect of duty, or violation of rules, which may come under his notice.

Other duties.

4. It will be the duty of the Watchman to look after the heating apparatus during the night; he must be very watchful about fire; and in case of its occurrence, must report immediately to the Superintendent and officers without giving general alarm; he shall keep the hose and fire ladders always in good order and in readiness for use; he shall ring the bell at the hour for rising in the morning, and he shall perform such other duties as may be required of him.

At 6 o'clock A. M. he will be relieved by the Porter, and his services will not be demanded again till the time for duty in the evening.

WATCHWOMAN.

1. The Watchwoman shall have charge of the interior of the female department during the night. Her duties. In the management of the patients, and in the discharge of other duties, she must be governed by the rules and regulations laid down for the government of the Watchman.

PORTER.

1. The time of service of the Porter commences and ends in alternation with that of the Night Watchman. Time of service and duties. Cleaning, heating and lighting the front rooms of the center building belong to him; he shall see that the front windows and doors are kept secure during the day, and that visitors about the premises do not transgress the rules of propriety by talking with the patients at the windows.

2. He shall keep about the front entrance and rooms of the center building, unless absent on duty; he shall attend to all messages when required, observing toward all the utmost politeness and attention; and he shall perform such other duties as may be required of him.

LAUNDRYMAN AND LAUNDRESS.

1. Shall have charge of the house and furniture of the laundry; they will be held responsible for the safe-keeping of the clothing delivered to them, until they are washed, ironed and returned, in a suitable condition for immediate use, to the sorting rooms and placed in charge of the attendants. Have charge of laundry, furniture, clothing, etc.

2. They shall keep the house and furniture in To report neglect of duty.

good order, and see that everything is safely locked up at night; they shall observe the general rules and regulations of the institution, and see that they are observed by all who are employed under them, and shall report any remissness or neglect of duty to the Superintendent.

CARPENTER.

Have charge of shop, tools, etc.

1. The Carpenter shall have charge of the workshop, tools, etc., belonging to his department of labor; he shall attend to the repairs, alterations and improvements made, under the direction of the Superintendent.

To keep a book and report to book-keeper.

2. He shall keep a book in which shall be entered the amount of lumber used, and for what purpose.

3. He shall make a report to the Book-keeper at the end of each month, or often as may be required.

CHIEF COOK.

To superintend all cooking.

1. The Chief Cook shall have the general charge, under direction of the Steward, of all the cooking for the patients and attachees of the Asylum building and its dependent wards and departments, including the employes on the farm and garden.

Take care of supplies.

2. He shall take care of the supplies for the kitchen, and prepare the food as may be directed, and see to its proper distribution and delivery to the various wards.

Shall take care of fires and lights.

3. He shall personally take care of the fires and lights, and see that the apartments are properly closed for the night.

Responsible for conduct of help.

4. He shall be mainly responsible for the conduct of such help as he may require in the performance of his duties.

ENGINEER.

General duties.

1. The Engineer shall have charge of the engine

room, engine, boilers, pumps, steam, gas and water pipes and fixtures, tanks and other machinery, and furnaces, apparatus and tools connected with the several apartments. He will see that they are all kept neat, clean and in good order; also repair the tin roof when required.

2. He will run the engine and pumps, and will keep up steam so long each day as may be required to accomplish the object for which they are respectively used.

3. He should not admit company or visitors into his apartments without permission of the Superintendent.

APOTHECARY.

1. The Apothecary shall be a physician, student Qualifications. of medicine, or competent druggist.

2. The Apothecary, under the direction of the General duties. Superintendent and Assistant Physicians, shall have charge of the dispensary, see that it is kept neat and clean and supplied with the necessary assortment of medicines; he shall keep the medicines arranged in an orderly and systematic manner, and technically labelled with printed labels. He shall also have charge of the surgical instruments, and all other instruments and things appropriately belonging to this department; and he shall see that they are always kept clean, in order for use, and *in their proper place.*

3. He shall prepare, put up and deliver to the Of prescriptions. several wards the medicine prescribed by the Superintendent and Assistant Physicians, with the directions and name of the patient to whom it is to be administered plainly written upon the vial or package, and deliver the same to the attendants for the several wards.

4. He shall every month, or oftener, clear the Other duties. ward medicine cases of all discontinued medicines, and empty vials and boxes, and return the same to the dispensary.

5. He shall assist the Assistant Physician in

keeping the "Case Book," in which shall be recorded the cases of patients under treatment and recently admitted, describing therein their condition, symptoms, the changes that may occur from time to time, the mode of treatment, and all the peculiar circumstances connected with each case.

6. He shall take the meteorological observations, under the direction of the Superintendent, and keep a register of the same.

7. He may assist in attending to visitors.

8. He will not allow patients in his apartment.

BOOK-KEEPER.

Of various accounts to be kept.

1. The Book-keeper shall, under directions, keep an accurate account of all articles received, and all articles purchased, together with all distributions of supplies to the several departments of the Asylum.

2. He shall also keep a general account between the State and Asylum, and separate accounts with clothing, bedding, furniture, feed, lights, provisions, farm, dairy, hogs, and other accounts as may be directed from time to time, and make such a monthly statement as may be required.

SEAMSTRESS.

Duties and responsibility for goods.

1. The Seamstrees shall, under direction of the Superintendent, have charge of the sewing-rooms; shall be held responsible for all material furnished to be made into clothing and delivered to the Steward or Matron, as may be required.

FIREMAN.

The Fireman shall, under direction, have the immediate care of the heating furances, and assist the Engineer when necessary.

HACKMAN AND MESSENGER.

He shall report to the office morning and noon ^{shall report.}
for special instructions.

FARMER AND ASSISTANT.

Will have, under direction, special care of the ^{Duties of.}
farm and garden, and will be vigilant in the per-
formance of their duties as may be required from
time to time.

GENERAL

AND

MISCELLANEOUS REGULATIONS.

Miscellaneous
rules.

1. The whole time of employes should be devoted to the institution.
2. They must never work for themselves during the hours of duty.
3. They shall not receive any gratuity or present from patients or their friends without the consent of the Superintendent.
4. Attendants are not to make a practice of visiting each other's wards except on necessary errands.
5. They must never leave their halls unattended, or without a substitute.
6. They must not retire to their rooms during duty hours for reading, writing, sewing, napping and so forth.
7. Employes must not take friends or others into the wards without permission.
8. They must not lend their keys, and must be ever careful not to lose them.
9. They should not visit departments to which they do not belong, except on business or by permission.
10. They must always regard the affairs of the Asylum as confidential, and never make them the subject of conversation with those unconnected with it.
11. All known abuses, improprieties and violations of rules must be reported to the Superintendent.
12. No intoxicating liquors shall be used in the Asylum or upon the premises, except as prescribed by the Physicians for medicinal purposes.
13. No person addicted to gambling, or of intem-

perate habits, or of immoral character, will be employed in the institution.

General and
miscellaneous
rules.

14. Officers, Employes and Attendants will not be allowed to leave the Asylum without permission of the Superintendent.

15. The Steward shall keep an account of the time outside employes are absent during duty hours.

16. All employes leaving must hang up their keys in the place provided for that purpose.

17. Non-residents will not be permitted to remain in the institution at night without the knowledge and permission of the Superintendent.

All employes must be ready to perform extra duty in cases of emergency.

18. All letters, or other writing, parcels or packages, to or from the patients, must be shown the Superintendent or Assistant Physician before being sent away or delivered to the patient.

19. All money, jewels, or other valuables found on patients, and all sums left or sent for their benefit, must be deposited in the office of the Superintendent.

20. All employes, in their treatment of and deportment towards patients, will observe the rules prescribed for the government of the Attendants.

21. No conversation will be held with patients through the windows, and no person is allowed to stand by the windows, attracting the attention or listening to the talk of patients.

22. Washing will not be permitted in any of the wards.

23. No male person whatever, except officers in the discharge of regular duty, shall visit the apartments or enter the building occupied by the female patients, without express permission of the Superintendent.

24. Visitors may be admitted into the institution from 2 to 4 p. m., Saturdays, Sundays and holidays excepted; and male visitors excepted as regards the female department. Children under 16 years of age will not be admitted unless attended by parent or guardian.

25. In his absence, the Assistant Physician will

General and
miscellaneous
rules.

exercise the authority and perform the duties of the
Superintendent.

Violators of the
rules to be dis-
missed.

Any violation of any of the foregoing rules will be
visited with a summary dismissal of the party offend-
ing.

H. CARPENTER, M. D.,
Superintendent.

Oregon State Insane Asylum, {
May 1, 1884. {

M E A L S .

FOR THE PATIENTS.

BREAKFAST

7 A. M.

DINNER

1 P. M.

SUPPER

5:30 P. M.

BREAKFAST.

1st Table, 6:30 A. M.
2d Table, 7:30 A. M.

DINNER.

1st Table, 12 M.
2d Table, 12:30 P. M.

SUPPER.

1st Table, 5 P. M.
2d Table, 6 P. M.

BREAKFAST

7 A. M.

DINNER

1 P. M.

SUPPER

6 P. M.

BREAKFAST.

1st Table, 6 A. M.
2d Table, 6:30 A. M.

DINNER.

1st Table, 12 M
2d Table, 12:30 P. M.

SUPPER.

1st Table, 5:30 P. M.
2d Table, 6:30 P. M.

MEDICAL OFFICERS.

BREAKFAST

7:30 A. M.

DINNER

12 M.

SUPPER

6 P. M.

BREAKFAST

7 A. M.

DINNER

12 M.

SUPPER

6 P. M.

October

November,

December

January

February

March

April.

May

June.

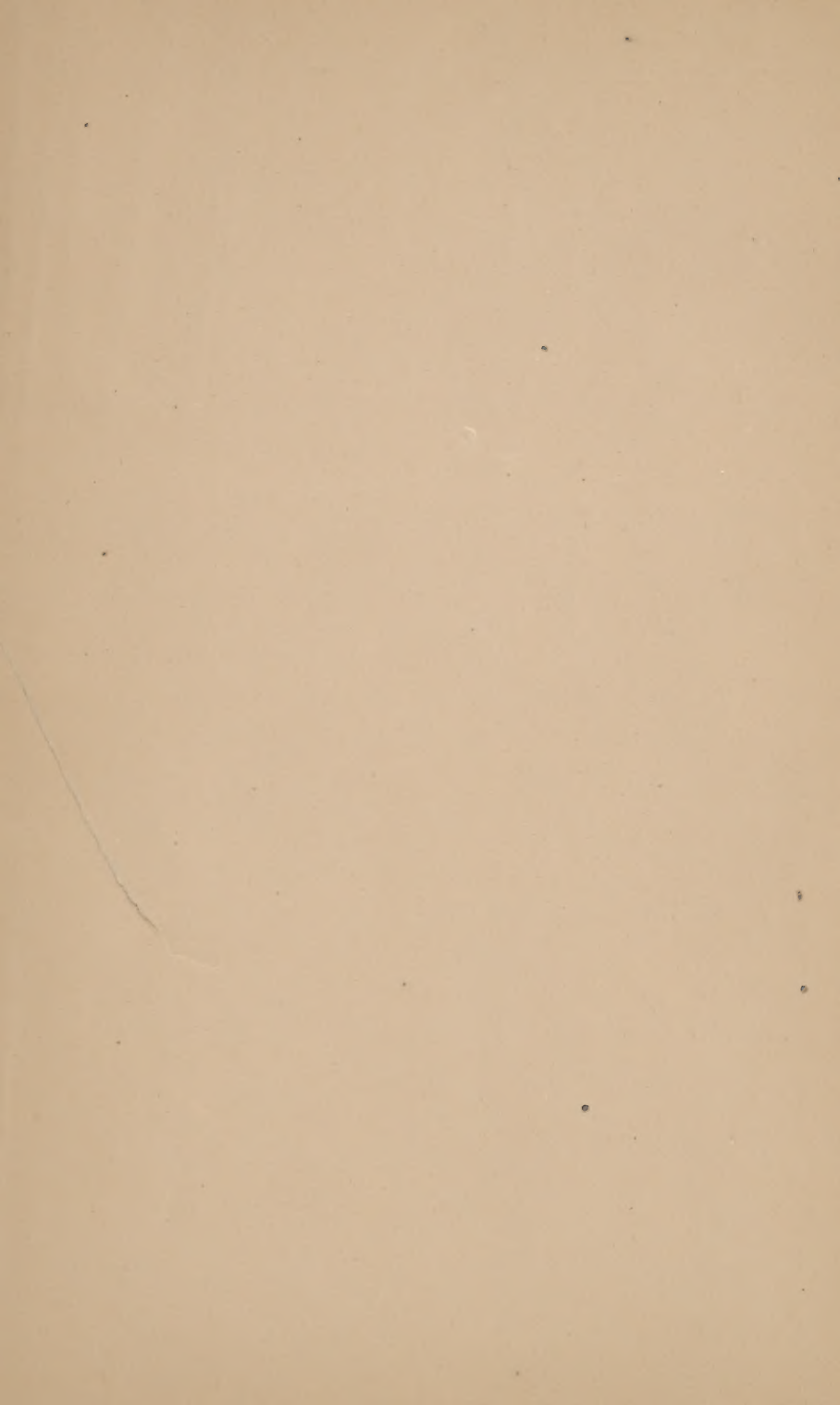
July

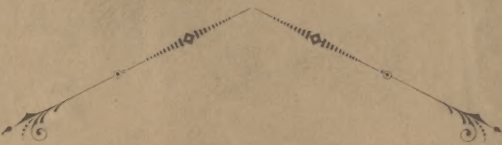
August

September









NOTICE.

The officer or employe to whom this pamphlet is presented will receive the same in an official capacity, and its contents as an official notification of the duties that will be required of all.

After this pamphlet has been received, ignorance of the rules of the institution will not be admitted as an excuse upon the part of any officer or employe for dereliction of duty.

The recipient of this pamphlet will be required to preserve it in good order, to deposit it in the office for inspection as often as they go upon pass, and in the event of their resignation or dismissal, to return it to the Medical Superintendent.

